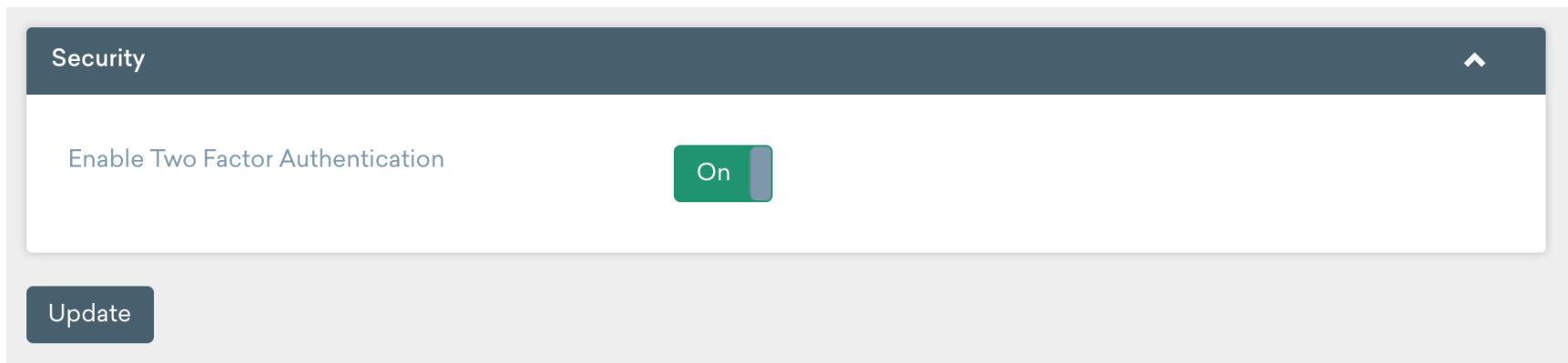


How to Enable Two-Factor Authentication

As an added security measure, users can now enable two-factor authentication for their Views login. Once this has been activated, a second device, such as a smartphone, will be required to access the system. To enable two-factor authentication:

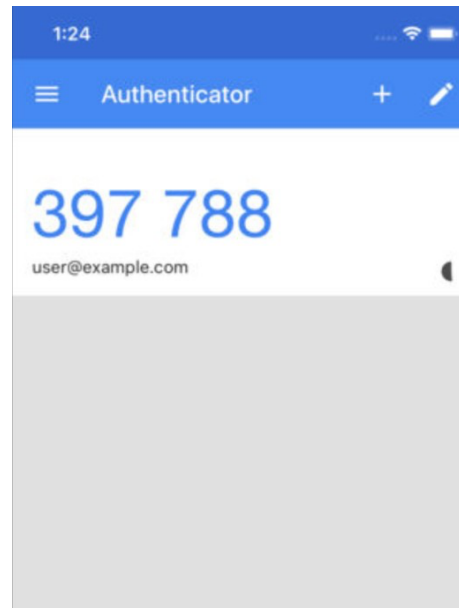
- Click on **My Account** in the top-right of the screen
- Enter your Views password in the **Current Password** field and change the **Enable Two Factor Authentication** field to **On**
- Click **Update** to confirm



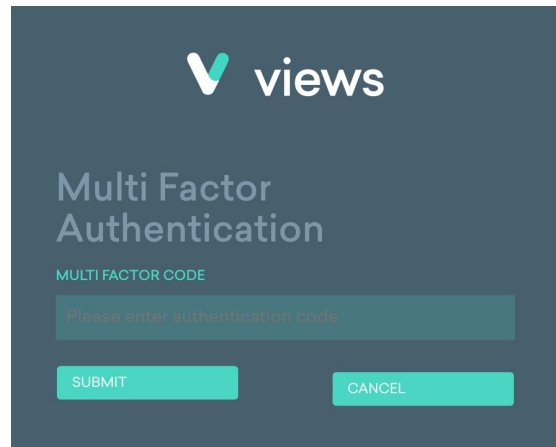
The screenshot shows a 'Security' settings panel. At the top, the word 'Security' is displayed in a dark header bar with an upward-pointing arrow on the right. Below the header, the text 'Enable Two Factor Authentication' is followed by a green toggle switch labeled 'On'. At the bottom left of the panel, there is a dark button labeled 'Update'.

- A QR Code will be displayed. At this point, access the App Store on your smartphone or tablet and then search for and download the 'Google Authenticator' application
- Once this has downloaded, open the 'Google Authenticator' application and select **BEGIN SETUP** and then **Scan Barcode**

- Focus your camera on the QR code, which will then automatically add your login to the 'Google Authenticator' application. A six-digit code will be displayed within the app. The code is valid for 30 seconds, at which point it will be refreshed:



- On Views, re-enter your password in the **Current Password** field and then enter your 6-digit 'Google Authenticator' code in the **Verify Two Factor code** field and click **Update**
- Two-factor authentication is now enabled for your login. The next time you log into Views, the following screen will be displayed:

A dark blue rectangular screen for multi-factor authentication. At the top center is the 'views' logo. Below it, the text 'Multi Factor Authentication' is displayed in a light grey font. Underneath, the label 'MULTI FACTOR CODE' is shown in a smaller, light grey font. A light blue input field contains the placeholder text 'Please enter authentication code'. At the bottom, there are two light blue buttons: 'SUBMIT' on the left and 'CANCEL' on the right.

- At this point, take out your smartphone or tablet and open the Google Authenticator app. On Views, enter the six-digit code that is displayed on your device in the **MULTI FACTOR CODE** field and then click **SUBMIT** to access the system